

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 11 JULY 2018**

**In Attendance:** Fred Knight, Rick Greene (arrived at 7:39), Uday Virkud and Jane Capasso  
**Absent:** None  
**Guests:** None  
**Meeting Location:** 7:30 pm Wayland Town Building

**Minutes**

*Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.*

7:30 1. Call to order

7:31 2. Public comment

7:31 3. National Development Update – Email from Dave Costello on July 6, 2018: Received pricing on the leaching field option and ownership is reviewing. No discussion.

7:32 4. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position – Email update from Tom Holder, DPW Director: Advertisements closed on June 22, 2018, candidates were reviewed with four worthy of interviews. One interview was held this week and the remaining three are scheduled for next week. We will likely make a selection and have that candidate return for a second interview with Uday. We will then make an offer and move forward with hiring. That would have the position filled by end of month.

Fred: Based on a new email from Tom Holder: Two candidates will be asked back for a second interview next week. Rick may sit in on the second interview. Jane will talk with Tom to get the interview date, time and a copy of the candidates resume for Board review.

7:41 5. FY2018 Annual Report – Draft for review

Rick: Changes to the Managerial Oversight section such as DPW oversight and WOM hiring, discharge permits and a new second paragraph based on change in philosophy. Board reviewed the draft and Fred added more information.

Rick We applied to the EPA for renewal of our permit in 2013. It expires in 6 months. Do we need to contact the EPA and reapply? Jane will discuss this with Paul Brinkman and whether there are any risks if we do not reapply?

7:34 6. Update on Combined Water-Wastewater Department.

Fred: The next steps are on July 24, 2018 Fred will go to the Board of Public Works (BOPW) meeting and lobby for this. Then the BOPW will have a joint meeting with the WWMDC. This will require a modification of our statute.

Fred: The Board of Selectmen are drafting a modification of the Town Administrators position. The new position will oversee all the Town's Boards, Committees etc. except for the School Department.

7:55 7. Paul Brinkman, Town Engineer – Written update below:

- A. River Rock Pump Station - WhiteWater notified us that there are accumulations of debris in the wet well. They recommended wet well to be cleaned and skimmed to remove heavy mat. Paul spoke with the Condo Association. They are reviewing their documents. No response to voice mails.

Board reviewed and Fred signed a letter drafted by Paul Brinkman informing Linda Price of Dannin Management Corporation that the operation and maintenance of the pump station ceased on July 1, 2018. Letter will be sent certified, registered mail and a copy emailed to Russ Tierney and Joe Malloy, WhiteWater.

- B. Other Treatment Plant Repairs & Maintenance: No discussion.
1. Keyes North Atlantic – July 9, 2018 key pad is obsolete. Keyes and Paul will meet to discuss ordering a new panel. June 13, 2018 Alarm for lab smoke detector replaced on June 18, 2018. Annual Dry Drip Test was not done on 6/8/18 due to the key pad on the panel needing repair.
  2. Plumbing Issues – DPW acquiring camera that can be used in manholes/tanks. Will inspect when available.
  3. HVAC
  4. Ejector Pump
- C. Phone Line Upgrade and Alarm System – Verizon has completed the change out. SCADA improvements can take place now using Water Department SCADA contractor. Waiting for a coordinated visit. Alarm System will be discussed with WhiteWater and SCADA Contractor. No Change. No discussion.
- D. RFP for Contracting a Treatment Plant Operator – Paul and the new WOM will be working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMDC and Facilities (Wayland High School) when complete.
- Fred: The new WOM will be assisting Paul on getting the RFP out.
- E. Eversource Priority List. No action taken as of yet. No discussion.
- F. Tata & Howard – Water Main Project is bidding is under review. No discussion.
- G. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests. This will be included in the RFP for O&M services. The new WOM would be responsible for this in most cases. No discussion.
- H. Treatment Plant Capital Items: No discussion
1. SCADA System, Security Cameras and Alarm System – See note above.
  2. HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.

- 7:59 8. Administrative items:
- A. Wayland Meadows Status of Land and Design Flow – Betterment transfer from WWMD's books to the Town.

Jane: Accounting for the privilege fee and operations charge require final journal entries. A meeting with Brian Keveny is to be scheduled.

- B. Account 2701100, Brendon Homes – Account deemed uncollectable at the June 13, 2018 board meeting. Abatement for \$1,605.80 in billing charges. Interest was removed by Treasury. Account is closed.

Abatement was signed by Tom Holder. WWMDC discussed and is fine with Tom Holder signing commitments, abatements and the monthly batch of bills.

Reviewed FY18 Commitments List. Discussed whether betterments get paid off at the final close. Jane: Unless it is agreed to prior to the final closing, the betterment stays with the property.

Uday: Based on the FY19 rate increase, quarterly billing will be similar to the FY17 Q4 dollars listed on the Commitments list.

Rick: In the near future, we should look at water use verses design flow for the condominiums to see if they are exceeding their allocation and perhaps some of the units now have 3 bedrooms.

- C. Monthly Operating Report (MOR) – New design.

Jane and Paul are working together to change the MOR format to be similar to what the Water Department uses. This is in anticipation of combining the WWMD with the Water Department.

- D. Signature on Wastewater Rate Schedule

New form created by Paul Brinkman to have a signed form on file indicating the WWMD's new fiscal year billing rates. Signed by the board.

- E. Signing FY19 bills, abatements and commitments

Discussed in 8B above. Fred: The WOM will be involved with reviewing bills once he is settled in.

- 8:25 9. Wastewater Rules and Regulations. No discussion.

- 8:25 10. Approve minutes from previous meetings – June 13, 2018.

Uday: Motion to approve the minutes of June 13, 2018 as written. Second Fred. All in favor 3-0.

- 8:26 11. Review bills, unbudgeted expenses, monthly operating budget, abatements, and commitments.

Reviewed Monthly Operating Report – Net Operating Income is negative \$43,382. At FY18 year-end close retained earnings will be used to cover operating expenses that exceed budget. Betterment Actual YTD line is the income received from billing users. The Budget YTD column for income uses the debt expense number so the income collected is based on expenses. The negative balance will be deducted from retained earnings at fiscal year-end.

June batch of bills, abatement and commitment letters signed by Tom Holder were reviewed by the WWMDC.

- 8:35 12. Website status: Recent postings and organization. No discussion.
- 8:36 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.
- 8:36 14. Calendar: Upcoming meetings, events and hearings. Planned August 8, 2018. Cherry Karlson, Board of Selectmen, will attend.
- 8:37 15. Public Comment – None.
- 8:37 16. Adjourn

Attachments:

WOM Email from Tom Holder  
FY18 Draft Annual Report  
Cherry Karlson email  
River Rock Letter  
Wayland Meadows Journal Entries  
Abatement & Commitment Letters  
Rate Schedule  
June 13, 2018 Draft Minutes  
Monthly Operating Report  
Agenda

## Capasso, Jane

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**From:** Holder, Thomas  
**Sent:** Tuesday, July 10, 2018 12:57 PM  
**To:** Capasso, Jane  
**Subject:** WOM Status

Hi Jane – We interviewed 3 candidates (one removed themselves from consideration). Two of the three (both strong candidates) will be asked to return for a second interview and tour of the two plant facilities. This will occur next week. We will then make a final selection and offer the position. Our hope is to have the position filled late July or early August.

Best,  
Tom

Thomas Holder | Director  
Department of Public Works

66 River Road  
Wayland, MA 01778  
508-358-3678

# Wayland Wastewater Management District Commission

## FY 2018 Annual Report –7/11/18

The Wayland Wastewater Management District Commission (WWMDC) operates a sewer system that serves business and residential properties along Route 20 from Route 27 to the Town Center development. Wastewater discharged into the system flows to a treatment plant located on Town-owned property within the Town Center development. The treated wastewater is discharged to the Sudbury River.

**Managerial Oversight of the Wastewater System:** In Fiscal Year 2018, the WWMDC worked closely with the Town Administrator, the Board of Public Works and the Department of Public Works (DPW) to upgrade internal oversight of our wastewater system as well as the vendors who provide operational support and services. Following discussion with Public Works and an initial trial period, the WWMDC agreed to fund part time support from the DPW director and Town Engineer, both of whom are licensed by the State in the wastewater operations. Both have contributed expertise in working with Whitewater—the vendor responsible for the day to day operation of the Wastewater Treatment Facility (WWTF), as well as generally professionalizing planning and operations.

Additionally, the WWMDC agreed to hire a full-time Wastewater Operations Manager in FY2019 to reduce dependency on external contractors in daily operations and emergency response. This position will be 40% funded by the Wayland Public Schools to provide similar support for the High School wastewater treatment plant. Day to day Supervisory Responsibility will be provided by the DPW.

**Operation of the WWTF:** In FY2018, the WWTF experienced a number of emergency situations. The most serious was triggered by a leaking toilet in one of the buildings in late January, which was exacerbated by substandard response by the vendor. As a result of the event, a number of opportunities to improve plant maintenance and operations were identified and implemented. A major part of the expenses related to the event were charged back to the vendor due to shortcomings in its response to the event.

A subsequent root cause analysis of contributing factors identified the need to do a deep cleaning of one of the processing trains in the plant. This was completed, and a more robust monitoring and maintenance schedule was put in place for both processing trains.

The WWTF continued to experience a high number of routine alarms calls. The WWMDC agreed with the DPW that remediated this situation would be a priority for the new Wastewater Operations Manager.

**Discharge Permits and System Usage:** The WWTF continues to operate under permits issued jointly by the Federal Environmental Protection Agency (EPA) and the State Department of Environmental Protection (DEP). The permits allow discharge of an annualized average limit of 52,000 gallons per day (GPD) into the Sudbury River. An application for renewal submitted on time in June 2013 seeks an increase in discharge capacity to 80,000 GPD. As of June 2018, the application remains pending with the EPA.

In FY2018, the WWMDC somewhat modified its philosophy for allocating discharge capacities based on information provided by the Town Engineer and changes in the oversight philosophy of the Massachusetts DEP. As a result, the board has approved some applications of additional discharge capacity upon payment of a privilege fee. The WWMDC remains committed to ensuring discharge remains well within approved limits, and has also asked larger users to provide the board with more comprehensive long-term plans regarding capacity needs.

In FY2018, the average discharge from the plant was approximately XX,XXX GPD, down about 2.6% from 25,050 GPD in FY2017. This is partially attributable to vacancies at the Town Center development, as well as the departure of Whole Food and other tenants from the Wayland Village shopping center. The average flow is expected to remain well below the current permitted limits.

**(To be updated) Transfer of Capacity to the Town Library:** The WWMDC and the Board of Selectmen completed an agreement to transfer 820 GPD of discharge capacity to the Town of Wayland to use for the current Library Building, in exchange for a Payment in Lieu of Betterment of \$52,291. As part of the transaction, one of the previous owner of the transferred capacity paid off outstanding operational charges and transferred the associated parcel of land to the Wayland Conservation Commission at no cost.

**Administration and Finances:** Income for FY2018 was \$XXX,XXX. Of this amount \$XXX,XXX was earmarked for paying off outstanding bonds (\$XXX,XXX betterment and interest payments, \$XX,XXX for privilege fees for increased discharge allocations). Operating income was \$XXX,XXX, and operating expenses were \$XXX,XXX.

The Commission's undesignated fund balance at the end of FY2018 was \$X,XXX,XXX, including money collected in prior years for bond payments. At the end of FY 2018 the outstanding balance on the WTTTF bonds was \$X,XXX,XXX.

The WWMDC developed a budget for FY2019 of \$XXX,XXX. This includes \$XXX,XXX operating income and expenses, and \$XXX,XXX bond and interest payments. The capacity rate for users was \$X.XX/per gallon, a 30% increase from FY2018; the flow rate was \$X.XX, xx% increase. The key drivers were the addition of the Wastewater Management Manager position and increased maintenance/repair costs.

**Commission Membership and Staffing:** The Wastewater Management District Commission began FY2018 with two members: Fred Knight, chair; and Rick Greene. On <sup>Oct/Nov</sup> xx/xx/xx Uday Virkud was appointed by the Board of Selectmen as the third member, and joined the board as of XX/XX/XX. Jane Capasso continued as the WWMDC's part-time Account Specialist, working on administrative issues, communicating with other town departments, and managing the Board's financial reporting.

## Capasso, Jane

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**From:** Karlson, Cherry  
**Sent:** Tuesday, July 10, 2018 1:44 PM  
**To:** Knight, Fred; Capasso, Jane  
**Subject:** Request: TM Special Act agenda item

Fred and Jane,

I'd like to request time on an upcoming WWMDC agenda to discuss the draft Special Act with your Commission.

As we discuss changing reporting lines and strengthening the Town Administrator position through the Special Act, the Selectmen have held sessions with the department heads, Finance Committee, School Committee, and a session where all boards/committees were invited. As a next step, each Selectman is reaching to his/her liaison boards to schedule additional discussions and gather feedback. After we've met with each board/committee, we will hold forums for the public.

When we have an agenda time scheduled, I'll provide materials for distribution to WWMDC members prior to the meeting (discussion slides, draft Special Act, etc.).

Thanks for your help in getting this scheduled –  
Cherry

Cherry Karlson  
Board of Selectmen  
Town of Wayland





**Wayland Wastewater Management District Commission**  
**66 River Road, Wayland, Massachusetts 01778-2697**  
**508-358-6851 [wastewater@wayland.ma.us](mailto:wastewater@wayland.ma.us)**

July 11, 2018

Ms. Lauren Price  
Dannin Management Corporation  
P.O. Box 117  
Brookline, MA 02446

INRE: Wayland Commons Wastewater Service

Dear Ms. Price,

The Wastewater Management District Commission (WWMDC) sent you a letter on January 15, 2018 (attached) informing you that you are responsible for the privately owned wastewater pumping station for the Wayland Commons project. As follow up, the Town Engineer, Paul Brinkman, has attempted to contact you and left phone messages indicating the contract operator will cease operation and maintenance activities on July 1, 2018. You have not provided information that contradicts our finding relative to the responsibility for the pump station and as such, you are required to contract with a vendor to provide the necessary operation and maintenance activities in conformance with *314 CMR 12.00: Operation, Maintenance and Pretreatment Standards for Wastewater Treatment Works*. We request that you provide information relative to the company that you have contracted with in order to be assured that your operation of the facility will not negatively impact the WWMDC facilities.

We thank you for your cooperation in this matter. Please contact the WWMDC at [wastewater@wayland.ma.us](mailto:wastewater@wayland.ma.us) and (508) 358-6851.

Respectfully,

Fred Knight, Chair of WWMDC

CC: Joe Malloy, WhiteWater  
Jane Capasso, WWMDC

**Wayland Meadows**  
**Accounting for PILOB**

**See Attachment 1:**

- A. The \$49,647 PILOB was booked as a credit to "Transfers from Capital Town" 63-49740 (see A).

This should have been booked as two separate journal entries:

1. Betterment Pay off - \$21,017.90 for the 380 gpd of design flow (B1).
2. Privilege Fee of \$28,629.10 for the 440 gpd of design flow which was never recorded as a betterment because the property was not hooked up to the treatment plant. In this case, the Town paid WWMD C for the use of the design flow. Any change or increase in design flow is considered a Privilege Fee (B2).
3. Entry B is to debit the Transfers from Capital Town account for the \$49,647 as you requested..

**See Attachment 2 – Journal Inquiry Effective 11/30/17:**

Operations Charges for the remainder of FY2017: This was an estimate and no bill was created. The Journal Inquiry (attached) shows it moving around in Org 10 and 40, but no journal entry for Org 63, WWMD C. I also checked my trial balance for all entries related to the effective date of 11/30/17 and I do not see it. Was this transferred to WWMD C's books?





**Wayland Wastewater Management District Commission**  
66 River Road, Wayland, Massachusetts 01778-2697  
508-358-6851 [wastewater@wayland.ma.us](mailto:wastewater@wayland.ma.us)

**TOWN OF WAYLAND - FISCAL YEAR 2018**

TO: Ana Terrell, Town Accountant  
Judy Porter, Assistant Treasurer

FROM: Jane Capasso  
Account Specialist, WWMD

You are hereby notified of ABATEMENTS for the month of **JUNE, 2018** listed below:

**Cycle: Wastewater**

**Please note:**

**Finals: No**

**Service orders: N/A**

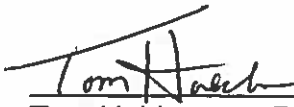
**AMOUNT OF ABATEMENTS**

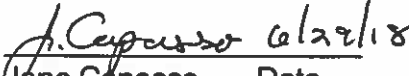
WWMD approved on 6/13/18 an abatement of account #2701100 in the name of Brendon Homes. This account was setup to bill for the design flow for the Town Center Condominiums before they were built. The account has been deemed uncollectable due to billing differences.

**Abated Account #2701100 Lillian Way Town Center Condo's** **\$1,605.80**

(  
**WASTEWATER/WASTE(63-13101)** **\$1,605.80**

Treasury Department wrote-off \$1,489.59 of interest. The two \$15 demand fees were removed from the \$1,605.80 ( $\$1,605.80 + \$30 = \$1,635.80$  shown in MUNIS). The account now has a zero balance and is closed.

 6.29.18  
Tom Holder Date  
DPW Director

 6/29/18  
Jane Capasso Date  
Account Specialist

6/29/18 Scanned + Sent to Treas/Finance



**Wayland Wastewater Management District Commission**  
66 River Road, Wayland, Massachusetts 01778-2697  
508-358-6851 [wastewater@wayland.ma.us](mailto:wastewater@wayland.ma.us)

**TOWN OF WAYLAND - FISCAL YEAR 2018**

TO: Ana Terrell, Town Accountant  
Judy Porter, Assistant Treasurer

FROM: Jane Capasso  
Account Specialist, WWMD

You are hereby notified of ABATEMENTS for the month of **JUNE, 2018** listed below:

**Cycle: Wastewater**

**Please note:**

**Finals: No**

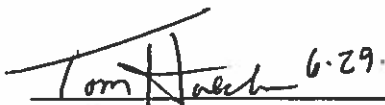
**Service orders: N/A**

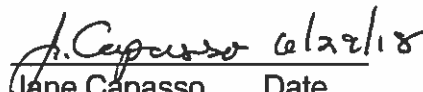
**AMOUNT OF ABATEMENTS**

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<b>Abated Account #2701100 Lillian Way Town Center Condo's</b>	<b>\$1,605.80</b>
<b>(</b>	
<b>WASTEWATER/WASTE(63-13101)</b>	<b>\$1,605.80</b>

Treasury Department wrote-off \$1,489.59 of interest. The two \$15 demand fees were removed from the \$1,605.80 ( $\$1,605.80 + \$30 = \$1,635.80$  shown in MUNIS). The account now has a zero balance and is closed.

  
Tom Holder      6.29.18  
DPW Director      Date

  
Jane Capasso      6/22/18  
Account Specialist      Date

6/29/18 Scanned & Sent to Treas/Finance



Wayland Wastewater Management District Commission  
66 River Road, Wayland, Massachusetts 01778-2697  
508-358-6851 [wastewater@wayland.ma.us](mailto:wastewater@wayland.ma.us)

**TOWN OF WAYLAND  
FISCAL YEAR 2018**

TQ: Treasurer/Collector  
Town Accountant


You are hereby notified of **Commitments** for the month of **JUNE, 2018**  
listed below:

**Cycle: Wastewater FY2018/Q4**  
**Finals: 2**  
**Quarterly Billing: 0**

**AMOUNT OF COMMITMENTS**

311 Boston Post Road	\$ 97.00
19 Pelham Island Road	<u>413.49</u>

<b>TOTAL WASTEWATER/WASTE(63-13101)</b>	<b><u>\$ 510.49</u></b>
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 6.29.18  
\_\_\_\_\_  
Tom Holder                      Date  
DPW Director

 6/29/18  
\_\_\_\_\_  
Jane Capasso                      Date  
Account Specialist

6/29/18 Scanned + sent to Judy + Ann.



**WASTEWATER MANAGEMENT DISTRICT  
COMMISSION  
TOWN OF WAYLAND**

**Wayland FY 2019 Wastewater Rate Schedule**

Public Hearing June 13, 2018

		Rate	
Category	Cost	Units	Allocation
Capacity	\$2.88	\$/gpd	80% of Charges
Flow Rate	\$2.16	\$/gpd	20% of Charges
Penalty Rate	\$6.48	\$/gpd	3 times Flow Rate Charge
Billed Quarterly (four times per year)			

Fred Knight, Chair

Date: 11 Jul 2018

Rick Greene

Date: 11 July 2018

Uday Virkud

Date: 11 July 18

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 13 JUNE 2018**

**In Attendance:** Fred Knight, Rick Greene, Uday Virkud and Jane Capasso  
**Absent:** None  
**Guests:** Chris D'Antonio, Paul Brinkman, Town Engineer, Linda Segal  
**Meeting Location:** 7:30 pm Wayland Town Building

**Draft Minutes**

*Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.*

7:35 1. Call to order

7:35 2. Public comment - None

7:35 3. 234 Boston Post Road – Chris D'Antonio attending to discuss WWMDC approval of a connection application for a new connection to the Wastewater Treatment System. He is converting a garage into an office.

Chris: Handout with plot plan and picture of garage. Looking for a new tie-in to the wastewater main on Boston Post Road. This will be a small real estate company open Monday – Friday, 7:00 am to 4:00 pm in the now vacant garage. The renovated garage will be two stories, not to exceed 1,000 sq ft. He spoke with Paul Brinkman about using the existing sewer tie-in used by the other two buildings on the lot. Paul will assess the pump to see if it can handle the flow. Chris will do the designs once he knows he has the ability to tie-in and the he will buy the two buildings and garage. The building is within the zoning regulations.

WWMDC reviewed the handouts and water use for the last three quarters. Fred: There is an outstanding balance on the Wastewater Account. Chris: This will be finalized at the closing in the fall. Linda Segal: Asked if the garage has floor drains for environmental reasons. Chris: No, it was used as storage. Fred: Motion to approve the Sewer Connection Application for another 75 gpd of design flow for 234 BPR. Making the entire design flow for the property to be 1,075 gpd. Rick second the motion. All in favor 3-0. Chris agreed to pay the Privilege Fee of \$4,880.25 within 90 days of the Connection Application being signed on June 13, 2018.

7:53 4. Paul Brinkman, Town Engineer:

A. Wayland Meadows Status of Land and Design Flow – Betterment transfer from WWMD's books to the Town.

Paul: Working with Jane to update the betterment spreadsheets. Fred: Wayland Meadows. No further discussion on design flow. Paul: betterment issue with tax payments was abated by the Assessor's office. Jane is working with Finance to finalize the journal entries related to the PILOB and other fees received from the Town. Treasury removed the betterment from the State's records.

B. National Development Update – Email from Dave Costello: We are working on looking into feasibility/pricing of creating a leaching field. Hoping to get budget pricing by June 15, 2018.

Paul: National Development is in the process of getting quotes to install a



leaching field in the parking lot to the south of the treatment plant which is on their property. Fred: This was always a possibility on this site and it could help with further design flow requests by National Development. Their effluent could be treated at the Treatment plant and sent to the leaching field and not to the river. There is a possibility of our processing 10,000 gpd, which our plant can handle. Rick: Could this possibly alleviate the Administrative Consent order? Fred: We are not changing the service area. We are enhancing the properties that are there. Paul: We will have to wait and see what the hydrological study will say about increasing flow.

Linda: If the processing goes over 10,000 gpd does this trip MEPA? Paul will check on this. Linda: The overriding history of this property includes Raytheon's cleanup. Will Raytheon be involved in the meetings? Paul: Yes. Raytheon has concerns on whether discharge into ground water would disturb what they have already cleaned up.

Rick: If the leaching field is built, there will be capital and operational costs for the WWMD. Paul: You can collect user fees to cover this and the labor component will basically be the same. Paul: Once the pricing for the leaching field and WWMD's capital costs are determined this should be discussed in Executive session. Paul: Estimated National Development's costs may be \$250,000 - \$300,000.

Rick: The WWMD will have to have a discussion on what National Development's rights to design flow will be verses the rest of the users. They will now come to WWMD to ask about processing capacity. Rick: We will now have to figure out how to price the processing verses the discharge capacity. Paul: Generic discussions on this have occurred.

C. Account 2701100, Brendon Homes – Board decision on account.

Paul: It is hard to determine who is responsible for the outstanding bill. When the property was sold, assumptions were made and the bill was not paid at the closing. Rick: It is not our responsibility that the bill was not cleared at the closing and it is not our job to chase down who owns this. Paul: You will incur legal costs and it will cost more money to settle this than you will collect. Paul suggests the WWMD should forgive this. Rick: Doesn't believe we should pay this since Brendon Homes should have researched all outstanding bills. Fred's first motion cancelled. Fred: Motion that the WWMD would like to write-off the outstanding balance on account #2701100 in the amount of \$4,020.95 as of May 29, 2018. No further interest charges are to be accrued. Uday second the motion and Rick against. Motion passed 2-1.

D. Treatment Plant Sanitary Sewer Overflows on Saturday, January 27 and Sunday, January 28, 2018. Reporting to MassDEP as required. Russ Tierney, WhiteWater Inc. agreed to credit the WWMD for sludge on January 27 and 28, 2018 and labor starting on January 28 – 30, 2018 as well as markup on sludge. Credit Invoice totaling \$6,931.25.

Paul: WhiteWater Inc agreed to Pay almost all of the bills.

E. Membrane #1 Cleaning – Observed cleaning over the several day period. Train #2 handled all system flows without issue. Covers were not as difficult as originally anticipated to remove. Membranes and tank were significantly impacted by high solids, sludge. Several causes were attributed to this. They

include:

1. Failure to conduct routine cleaning and inspection of membranes.
2. Unbalanced flow between the two trains. Higher loading rates to train #1.
3. Clogging of scour air header for membrane cassettes.

Paul: Final cost of \$20,607 included a lot of labor.

- F. Membrane #2 Manual Cleaning – Flow rates, pressures, etc. are not displaying issues at levels noted in train #1. Observations of tank surface do not appear to demonstrate significant issues. Recommend tank be taken out of service later in the year for inspection and cleaning – preventative action. Chemical Cleaning recently performed with good recoveries of flow rate and transmembrane pressures.

Paul: Delaying this for the WOM to oversee. Running fine. Recent chemical cleaning was successful.

- G. River Rock Pump Station - WhiteWater notified us that there are accumulations of debris in the wet well. They recommended wet well to be cleaned and skimmed to remove heavy mat. Paul spoke with the Condo Association. They are reviewing their documents. Paul attempted to contact them the week of May 7, 2018. No response to voice mail as of this agenda date.

Paul: Owners have not acknowledged this. Rick: By not monitoring this will it harm our system. Paul, it will hurt their system. There is a layer building up and I told WWI not to treat this. We will send a new letter with stern language. Fred will sign the letter.

1. Other Treatment Plant Repairs & Maintenance: Keyes North Atlantic – Performed the Annual Dry Drip Test on June 8, 2018.
2. Plumbing Issues – DPW acquiring camera that can be used in manholes/tanks. Will inspect when available.
3. Alarm System – Need to discuss with WhiteWater and SCADA Contractor.
4. HVAC
5. Ejector Pump

Paul: DPW is purchasing a camera to look at manholes. He will use this to look in the tanks.

- H. Verizon Phone Line Upgrade – Verizon has completed the change out. SCADA improvements can take place now. Using Water Dept. SCADA contractor. Awaiting coordinated visit.

Paul: Will Coordinate with SCADA contractor and take care of this. The contract is not in this area very often.

- I. RFP for Contracting a Treatment Plant Operator – Priority has been increased. Will be started in the next couple of weeks. Coordinating with Ben Keefe. Will draft and get input from WWMDC and Facilities (Wayland High School) when complete. Expect two to three-month process.

Paul: Working on this, but has been busy putting out fires. He will prioritize this and have a draft by the end of next week.

J. Eversource Priority List.

Paul: Gave the list to the guy who handles the electric bills and copied police and fire chief. Paul will send him an email.

K. Tata & Howard – Water Main Project is bidding currently. Bids to be received 6/13/18. The plans and specification include several provisions for the protection of the WWMDC infrastructure, including test pits.

Bids opened for this June 13, 2018. Will start on the project in 4-5 weeks. Test pits are being done where a pipe crosses a sewer for each lateral. The work will be done at night. Replacement of existing water mains is from Pelham Island Road to Russell's Garden Center.

L. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests. This will be included in the RFP for O&M services. The new WOM would be responsible for this in most cases.

Paul: Waiting for the WOM to be hired. I am doing this in relation to the water main project.

M. Treatment Plant Capital Items:

1. SCADA System and Security Cameras – See note above.
2. HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.

8:35 5. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position and funding for the WWMD collection and treatment facility and the WHS treatment facility was approved at the April, 2018 annual town meeting. The position will be jointly funded by the WWMDC (60%) and the School Department (40%). The position was advertised for current Wayland Staff on May 30, 2018 with a closing date of June 22, 2018. Posted to association websites w/e 6/8/18. For FY2019, the DPW Director will direct the day-to-day activities of the WOM.

Paul: Bids are out. Not a lot of response. Some trade sights have not listed this yet. He asked the advertised trade sights to get this out.

8:37 6. Update of implications of long-term design flow needs for the WWMD. No discussion.

8:38 7. Finalizing FY2019 Budget and Rates.

Taking Uday's suggestion from the May meeting, we want to draw down from retained earnings to make the rates as close to FY2017 as possible. The revised spreadsheet (attached to the agenda on the WWMDC website) indicating that using \$60,000 of retained earnings is reasonable. Rates for FY2019 will then be approximately what they were in FY2017 but a little higher---Capacity: \$2.88/gpd/yr

vs \$2.79/gpd/yr and flow: \$2.16/gpd/yr vs \$1.97/gpd/yr. WWMDC needs to approve using \$60,000 of retained earnings to fund the budget making the FY2019 rates be Capacity: \$2.88/gpd/yr and flow: \$2.16/gpd/yr.

Fred: We would have to withdraw \$60,000 in retained earnings to reach the rates stated above and to be pretty close to FY2017. Rick: Using a flow of 26,202 gallons per day is reasonable considering we no longer have Bertucci's and Whole Foods on the system. We can't anticipate this will go up in the near future. Uday: Motion that the WWMDC approve using \$60,000 of retained earnings to fund the budget making the FY2019 rates be Capacity: \$2.88/gpd/yr and flow: \$2.16/gpd/yr. Fred second the motion. All in favor 3-0.

- 8:43      8. Administrative items:
- A. Connection Application Review Process – Decision on Julia Junhann's, Health Department, letter.

Jane: Does WWMDC need to sign off on Connection Applications that do not have a change in use or flow? The Health Department would like to know the WWMDC's opinion on Board of Health Applications where people may be adding on a bedroom, but their application does not indicate this. Rick: This is an ongoing problem with the Lillian Way and River Rock properties. These properties are deed restricted to two bedrooms. The WWMDC has no authority to enforce building code. Rick: Proposes that we would like the BOH to continue to provide us their judgement, based on their regulations, whether a bedroom is being added. Then the WWMDC would review the Connection Application. Uday: Agrees. The Health department has the responsibility of regulating Title V. Paul: The Health Department is following the rules and he suggests the WWMDC should review Connection Applications when there is a change in use or flow. Paul will have a more detailed discussion with all the parties involved. WWMDC agreed that they only want to see Connection Applications with a change in use or flow.
  - B. 23 Lillian Connection Application – Requires Board approval. No discussion based on decision in 8A.
  - C. 37 Lillian Connection Application – Requires Board approval. No discussion based on decision in 8A.
  - D. Monthly Operating Report, decision on new design - Rick: Budget your expenses across the months seasonally. Paul: This is hard to do. Paul and Jane will discuss the new design and Rick's request.
  - E. FY19 Rate Hearing Planning – Fred: We will approve the budget in February, and continue discussing the rates until done. In January Jane will advertise the opening of the rate hearing 30 days in advance of the February board meeting.
  - F. FY18 Bill Sign-Off – Final bills for FY18 need to be signed on June 28, 2018. Fred will sign them.
  - G. Account Specialist Review due June 16, 2018. No discussion.
- 9:27      9. Wastewater Rules and Regulations No discussion.

9:27 10. Approve minutes from previous meetings – May 16, 2018.

Rick: Motion to approve minutes of May 16, 2018 as written. Fred second the motion. All in favor 3-0.

9:29 11. Pay Bills, monthly budget update, unbudgeted expenses list, year-to-date finances and monthly commitments.

Review bills totaling \$29,259.97. Increased costs due to the cleaning of Membrane #1 for \$20,607. WhiteWater credited \$8,000 for the spill and corresponding charges that occurred on January 27 and 28, 2018. Reviewed year-to-date actual to Budget. Uday: Motion to approve the bills. Fred second. All in favor 3-0. Commitment letter signed.

9:35 12. Website status: Recent postings and organization. No Update.

9:35 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Board Decision on BOH applications with perceived new bedrooms. Discussed in 8A above.

9:36 14. Calendar: upcoming meetings and events, including hearings.

Upcoming meetings: July 11, 2018 and August 8, 2018. Rick will have a draft of the Annual Report for review next month.

9:37 15. Public Comment – None.

9:37 16. Adjourn

Attachments:  
234 Boston Post Road  
FY19 Final Rates & Budget  
Julia Junghanns Letter  
Jane Capasso – 23 & 37 Lillian Way  
Monthly Operating Report Format Change  
June 30, 2018 Forecast of Remaining Bills  
Commitment Letter  
Agenda

# WWMDC FY2018 BUDGET

June, 2018 - Preliminary #2 (3)

May 12-June 30, 2018

SUMMARY		ANNUAL BUDGET		NOTES	
Actual YTD					
User Charges	\$ 202,864.29				
Total Operating Expenses	\$ 246,148.43				
Net Operating Income:	\$ (43,282.14)				
INCOME DETAILS					
Actual YTD	Budget YTD	YTD Variance	Annual Budget	Actual MTD	Budget MTD
202,864.29	191,120.00	11,744.29	191,120	25,421.36	25,421.36
User Charges	87,234.77	87,234.77	87,234.77	1,473.75	1,473.75
Other	22,383.95	38,442.00	38,442		
Old Belterment - Principal	3,357.60	7,350.00	7,350		
Old Belterment - Interest	191,454.27	245,000.00	245,000	1,069.05	1,069.05
New Belterment - Principal	157,457.57	180,265.00	180,265	1,194.69	1,194.69
New Belterment - Interest	24,336.52	1,065.63			
Unapp WW Better TC Rev	85,567.00	85,567.00	85,567		
Unapp WW Better TC Int	49,647.00	49,647.00	49,647		
WW Retained Earnings					
Transfers from Capital Town					
Total Income/MUNIS:	\$ 739,801.60	\$ 747,744.00	\$ 747,744	\$ 29,158.85	\$ 85,567.00
EXPENSE DETAILS					
Actual YTD	Budget YTD	YTD Variance	Annual Budget	Actual MTD	Budget MTD
28,138.38	29,555.00	1,416.62	29,555	3,005.60	2,462.92
PERSONAL SERVICES	28,831.00	5,000.00	28,831	28,831.00	28,831.00
Salaries (Account Specialist)					
Indirect/Admin (Town Services)					
Legal Services					
PROFESSIONAL SERVICES					
Facility Operating Contract	46,800.00	900.00	47,700	3,900.00	3,975.00
Fac. Labor & Other Prof. Serv.	32,899.99	16,427.00	16,427	8,753.75	1,368.92
Engineering Fees					
NPDES Permit					
Total Pers. & Prof. Expenses	\$ 136,669.37	\$ 127,513.00	\$ 127,513	\$ 44,490.35	\$ 37,064.50
Percent of Total	67%		17%		
REPAIRS & MAINT EXP.					
450.00	2,000.00	1,550.00	2,000	6,322.77	557.25
Building Repair & Improvement	17,196.44	31,883.00	31,883	5,000.00	5,000.00
Equipment Repairs & Maint.	3,117.00	2,533.00	2,533	4,707.50	2,180.67
Pipeline Maint/Emergency	23,635.00	2,787.00	2,787	3,764.16	232.25
Sledge Disposal	11,059.52	7,027.94	7,028	2,066.17	445.50
Chemicals	7,066.00	7,066.00	7,066		
Markup & Other					
Surface Water Testing (Oars)					
Total Repairs & Maint Exp.	\$ 69,551.90	\$ 85,054.00	\$ 85,054	\$ 18,860.60	\$ 8,582.33
Percent of Total	34%		11%		
OPERATING EXPENSES					
957.96	1,069.00	111.04	1,069	202.02	89.08
Disposal (BP Trucking/Trash)	3,029.21	3,351.00	3,351	190.77	279.25
Natural Gas-WT Grid & Dr. En.	34,039.03	32,212.00	32,212	5,504.92	2,684.33
Electricity - Eversource	1,396.73	1,316.00	1,316	233.14	109.67
Telephone - Verizon	301.08	972.00	972	31.08	81.00
Water - TOW	201.15	25,000.00	25,000		
Admin Serv's (Other/Vadair Trng)					
Contingency					
Total Operating Expenses	\$ 39,925.16	\$ 64,120.00	\$ 64,120	\$ 6,181.93	\$ 5,343.33
Percent of Total	20%		9%		
TOTAL EXPENSES	\$ 246,148.43	\$ 278,687.00	\$ 278,687	\$ 67,512.86	\$ 50,980.17
TOTAL OPER & CAP EXP'S					
CAPITAL EXPENSES					
Debt Paid YTD					
27,446.99	1,209.99	245,000.00	245,000		
Old Debt-Principal					
Old Debt-Interest					
New Debt-Principal					
New Debt-Interest					
Total Capital Expenses:	\$ 453,921.97		\$ 471,057		

Notes:  
1. Wastewater Retained Earnings-Current year transfer \$35,000 for pipeline maint/emerg. Account (approved November, 2017 Town Meeting) & \$50,567  
average from FY16 revenue and expenses used to reduce user charges.  
2. 317 BPR Privilege Fee \$76,977.81 paid April, 2018.  
3. Preliminary #2 - Waiting for Wayland Meadows final transactions, interest earned and salaries.

Paid in August and February  
Subsidy pays interest in Aug. Payment due Feb.  
Paid in August and February  
Paid in August and February

## FY2018 Cash Receipts YTD

Revenue Codes	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
6302 WW User Charges	\$ 1,048.35	\$ 31,607.00	\$ 32,285.73	\$ 1,680.30	\$ 547.70	\$ 43,260.33	\$ 576.88	\$ 5,153.86	\$ 32,877.00	\$ 6,062.31	\$ 22,343.47	\$ 25,421.36
63105000/42105												\$ 202,864.29
6308 Penalties & Interest *	\$ 0.17	\$ 9.19	\$ 72.86	\$ 42.20	\$ 3.66	\$ 168.95	\$ 2.81	\$ 23.92	\$ 0.37	\$ 20.30	\$ 21.04	\$ 78.34
63105000/41750												\$ 443.81
6303 Miscellaneous Rev *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438.00	\$ -	\$ -	\$ -	\$ 76,977.81	\$ -	\$ -
63105000/43299												\$ 77,415.81
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,064.19	\$ 111.95	\$ 467.06	\$ 9,740.75	\$ -
63105000/47501												\$ 22,383.95
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,809.65	\$ 16.80	\$ 70.06	\$ 1,461.09	\$ -
63105000/47502												\$ 3,357.60
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												\$ -
6307 Int. Earned on Savings *	\$ -	\$ -	\$ 744.25	\$ -	\$ 360.54	\$ 1,234.83	\$ -	\$ 507.89	\$ 584.01	\$ 1,155.55	\$ -	\$ 1,395.41
63105000/48210												\$ 5,982.48
6309 Wastewater Liens *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 901.87	\$ -	\$ 720.40	\$ -	\$ 1,349.73	\$ 420.67	\$ -
63105000/42111												\$ 3,392.67
6311 WW Better TC Rev	\$ 357.89	\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ 2,147.34	\$ 96,757.32	\$ 2,335.47	\$ 3,998.54	\$ 84,430.77	\$ 1,069.05
63105000/47503												\$ 191,454.27
6312 WW Better TC Int	\$ 322.10	\$ -	\$ 322.10	\$ -	\$ -	\$ -	\$ 1,825.23	\$ 79,907.02	\$ 688.56	\$ 3,867.53	\$ 69,330.34	\$ 1,194.69
63105000/47504												\$ 157,457.57
6313 UNAPP WW Better TC Rev	\$ 21,693.20	\$ -	\$ 2,643.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47505												\$ 24,336.52
6314 UNAPP WW Better TC Int	\$ 950.12	\$ -	\$ 115.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47506												\$ 1,065.63
63 Wastewater Retained Earn's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48500												\$ -
63 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,647.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49740												\$ 49,647.00
49761 Trans from wtr fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49761												\$ -
Total Revenue	\$ 24,371.83	\$ 31,616.19	\$ 36,541.66	\$ 1,722.50	\$ 911.90	\$ 95,650.98	\$ 4,552.26	\$ 196,944.25	\$ 36,614.16	\$ 93,968.89	\$ 187,748.13	\$ 29,158.85
												\$ 739,801.60

## Notes:

- Unappropriated WW Better TC Rev & Int - Betterments paid: 11 Lillian in full and 39 Lillian partial payment.
- Miscellaneous Revenue \$438 from Wayland Meadows Agreement (November, 2017) to cover Administrative Costs. \$76,977.81 317 Boston Post Road Privilege Fee
- Wastewater Retained Earnings - New Account. Current Year transfer from Wastewater's Retained Earnings Account (operations only) for \$35,000, approved at November, 2017 Town Meeting
- Budgeted line added 12/7/17 (no money added) to the schedule to cover the new pipeline maintenance account
- Transfer from Capital-Town: New account: Paid in Lieu of Betterment \$49,647 from the town for 380 gpd of design flow from the Wayland Meadows Agreement, November, 2017
- Other for Budget Reporting

Total Revenue (Munis Balance)	\$ 739,801.60
Less: UNAPP New Better TC Rev	\$ (24,336.52)
Less: UNAPP New Better TC Int	\$ (1,065.63)
Less: New WW Better TC Principal	\$ (191,454.27)
Less: New WW Better TC Int	\$ (157,457.57)
Less: Old Betterment Principal	\$ (22,383.95)
Less: Old Betterment Int	\$ (3,357.60)
Revenue net of Capital Accts	\$ 339,746.06

(Net of Betterment)



Wayland Wastewater Management District Commission									
Summary of Utility Bills - FY2018									
June 13-June 30, 2018									
Signed: 6/29/2018 T. Holder									
Munis/Batch: 122									
Vendor#	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMD Acct #	Org#	Object Exp Acct
2494	B-P Trucking Inc.	2	P.O. Box 386, Ashland, MA 01721	137382	6/13/18	\$ 95.76	8670	63443002	52121 Trash Disposal 185 Elissa Ave
10656	Direct Energy	1	P.O. Box 32179, New York, NY 10087	H58716223	6/20/18	\$ 17.01	452224/56098	63443002	53102 Gas-185 Elissa Ave
10656	Direct Energy	1	P.O. Box 32179, New York, NY 10087	H58718073	6/21/18	\$ 0.71	452224/56105	63443002	53102 Gas-2 Elissa Ave
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, MA	28704030031	6/27/18	\$ 166.34	28704030031	63443002	53103 Electricity-185 Elissa Ave
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, MA	28671560010	6/27/18	\$ 2,770.78	28671560010	63443002	53103 Electricity-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10350	6/19/18	\$ 36.16	50412-10350	63443002	53102 Gas-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10370	6/20/18	\$ 11.60	50412-10370	63443002	53102 Gas-2 Elissa Ave
2271	TOW-Water		66 River Road, Wayland, MA 01778	2601700	6/19/18	\$ 31.08	2601700	63443002	53105 Water Dept Admin Fee/Water-185 Elissa
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083582801	6/18/18	\$ 67.87	5083582801	63443002	53104 Phone - Pump @ 2 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083580192	6/18/18	\$ 48.70	5083580192	63443002	53104 Phone - 185 Elissa Ave
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	N/A	N/A	N/A	WAY002	63443002	52100 Fac Oper Contract
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035264	6/18/18	\$ 620.00	WAY002	63443002	52101 Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035264	6/18/18	\$ 316.70	WAY002	63443002	52125 Chemicals
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035264	6/18/18	\$ 47.51	WAY002	63443002	52151 Mark Up on Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035351	6/27/18	\$ 1,080.00	WAY002	63443002	52101 Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035351	6/27/18	\$ 961.82	WAY002	63443002	52125 Chemicals
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035351	6/27/18	\$ 144.27	WAY002	63443002	52151 Mark Up on Repairs & Maint.
Total						\$ 6,416.31			
June 13-June 30, 2018						\$ 3,170.30			
Total WhiteWater without Contract Fee						\$ 3,170.30			

Notes:

- No Monthly Operating Reports for July, 2017. Reporting was for the prior month. Current month bills had not been received.
- 1) Direct Energy changed account number 678961 to 56098 and 678968 to 56105 starting 6/16/17. The prior number is now the Service Loc ID
- 2) BP Trucking - Contract renewal and price increase from \$86.60 - \$95.26 effective 1/1/18.
- 3) 231 BPR Manhole Repair - John Regan manhole pumped to determine damage \$217. Ellingwood Construction \$2,500 Casting Repair. Work completed 2/14/18. Police detail \$400.
- Total Cost \$3,117.
- 4) Police Department used WWMD's Org and Object codes to bill us. \$400 recorded on March, 2018 Monthly Operating Report but not on this schedule (inter-department billing).
- 5) Keyes North Atlantic - 2/12/18 - Battery replacement \$58 and Tech worked on the fire alarm key pad \$747.50. Needs replacing. Paul said it is not vital to the alarm and to wait for repair.
- 6) South Shore Generator - 2 Elissa Ave - 3/1/18 Replaced faulty controller, LED Board, and FRX board due to voltage regulator getting stuck.



Wayland Wastewater Management District Commission									
Summary of Utility Bills - FY2018									
May 12 - June 11, 2018									
Signed: <u>6/13/18</u> Munis/Batch: <u>34</u>									
Vendor#	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMD Acc't #	Org#	Object Exp Acct
2494	B-P Trucking Inc.	2	P.O. Box 386, Ashland, MA 01721	134066	5/31/18	\$ 106.26	8670	63443002	52121
10656	Direct Energy	1	P.O. Box 32179, New York, NY 10081	H58665390	5/18/18	\$ 49.67	452224/56098	63443002	Trash Disposal 185 Elissa Ave
10656	Direct Energy	1	P.O. Box 32179, New York, NY 10081	H58665396	5/18/18	\$ 0.71	452224/56105	63443002	Gas-185 Elissa Ave
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, M	28704030031	5/29/18	\$ 170.53	28704030031	63443002	Gas-2 Elissa Ave
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, M	28671560010	5/29/18	\$ 2,397.27	28671560010	63443002	Electricity-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10350	5/17/18	\$ 64.54	50412-10350	63443002	Electricity-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10370	5/17/18	\$ 10.37	50412-10370	63443002	Gas-185 Elissa Ave
2226	South Shore Generator		PO Box 567, East Wareham, MA 025	74229	6/2/18	\$ 525.00	WAY1-C	63443002	Gas-2 Elissa Ave
2226	South Shore Generator	6	PO Box 567, East Wareham, MA 025	74230	6/2/18	\$ 495.00	WAY1-J	63443002	185 Elissa Backup Generator Ann. Maint.
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083582801	5/18/18	\$ 67.87	5083582801	63443002	2 Elissa - Backup Generator Ann. Maint.
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083580192	5/18/18	\$ 48.70	5083580192	63443002	Phone - Pump @ 2 Elissa Ave
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70034776	6/1/18	\$ 3,900.00	WAY002	63443002	Phone - 185 Elissa Ave
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033206	3/14/18	\$ 3,702.50	WAY002	63443002	Fac Oper Contract
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033206	3/14/18	\$ 204.83	WAY002	63443002	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033206	3/14/18	\$ 5,575.00	WAY002	63443002	Equip Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033206	3/14/18	\$ 1,637.64	WAY002	63443002	Sludge
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033206	3/14/18	\$ 1,112.62	WAY002	63443002	Chemicals
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033206A	3/14/18	\$ (1,238.75)	WAY002	63443002	Mark Up on Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033206A	3/14/18	\$ (4,950.00)	WAY002	63443002	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033206A	3/14/18	\$ (742.50)	WAY002	63443002	Sludge
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70032755	2/13/18	\$ 3,738.75	WAY002	63443002	Mark Up on Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70032755	2/13/18	\$ 39.82	WAY002	63443002	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70032755	2/13/18	\$ 4,082.50	WAY002	63443002	Equip Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70032755	2/13/18	\$ 848.00	WAY002	63443002	Sludge
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70032755	2/13/18	\$ 745.55	WAY002	63443002	Chemicals
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033355	3/21/18	\$ (39.82)	WAY002	63443002	Mark Up on Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70033355	3/21/18	\$ (5.97)	WAY002	63443002	Equip Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70032755A	2/13/18	\$ (1,023.75)	WAY002	63443002	Mark Up on Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035034	6/6/18	\$ 890.00	WAY002	63443002	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035034	6/6/18	\$ 1,125.00	WAY002	63443002	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035034	6/6/18	\$ 168.75	WAY002	63443002	Equip Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035035	6/6/18	\$ 985.00	WAY002	63443002	Mark Up on Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035035	6/6/18	\$ 3,972.94	WAY002	63443002	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035035	6/6/18	\$ 595.94	WAY002	63443002	Equip Repairs & Maint.
Total						\$ 29,259.97			
Total WhiteWater without Contract Fee						\$ 21,424.05			

## Notes:

No Monthly Operating Reports for July, 2017. Reporting was for the prior month. Current month bills had not been received.

1) Direct Energy changed account number 678961 to 56098 and 678968 to 56105 starting 6/16/17. The prior number is now the Service Loc ID

2) BP Trucking - Contract renewal and price increase from \$86.60 - \$95.26 effective 1/1/18.

3) 231 BPR Manhole Repair - John Regan manhole pumped to determine damage \$217. Ellingwood Construction \$2,500 Casting Repair. Work completed 2/14/18. Police detail \$400.

Total Cost \$3,117.

4) Police Department used WWMD's Org and Object codes to bill us. \$400 recorded on March, 2018 Monthly Operating Report but not on this schedule (inter-department billing).

5) Keyes North Atlantic - 2/12/18 - Battery replacement \$58 and Tech worked on the fire alarm key pad \$747.50. Needs replacing. Paul said it is not vital to the alarm and to wait for repair.

6) South Shore Generator - 2 Elissa Ave - 3/1/18 Replaced faulty controller, LED Board, and FRX board due to voltage regulator getting stuck.

WhiteWater Invoices  
Fiscal Year 2018

July 1, 2017 - June 30, 2018

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor	Equip Repair & Maint				Chemicals	Sludge	Mark Up	Total
						#52101	#52116	#52122	#52125			#52151	
70028264	7/24/2017	\$ 95.31	June (1)	\$	\$	\$	\$ 82.88	\$	\$	\$	\$	\$ 12.43	\$ 95.31
70028766	8/14/2017	\$ 1,325.00	June (1)	\$	\$ 1,050.00	\$	\$	\$ 275.00	\$	\$	\$	\$	\$ 1,325.00
70027882	7/7/2017	\$ 3,900.00	Aug (2)	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70028505	8/1/2017	\$ 3,900.00	Aug	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70028766	8/14/2017	\$ 1,752.50	Aug	\$	\$ 672.50	\$	\$	\$ 1,080.00	\$	\$	\$	\$	\$ 1,752.50
70029205	9/1/2017	\$ 3,900.00	Sep	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70029589	9/13/2017	\$ 55.18	Sep	\$	\$	\$	\$ 47.98	\$	\$	\$	\$	\$ 7.20	\$ 55.18
70029874	10/2/2017	\$ 3,900.00	Oct	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70028766	8/14/2017	\$ 201.25	Nov (3)	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 201.25
70030258	10/13/2017	\$ 3,802.72	Nov	\$	\$ 1,817.50	\$	\$ 170.42	\$	\$ 1,555.86	\$	\$	\$ 258.94	\$ 3,802.72
70031163	12/1/2017	\$ 3,900.00	Dec	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70031625	11/15/2017	\$ 5,607.32	Dec (4)	\$	\$ 1,400.00	\$	\$ 20.54	\$ 2,100.00	\$ 1,538.00	\$	\$	\$ 548.78	\$ 5,607.32
70031729	1/5/2018	\$ 3,900.00	Jan	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70031491	12/14/2017	\$ 11,616.92	Jan (5)	\$	\$ 2,858.75	\$	\$	\$ 6,240.00	\$ 1,375.80	\$	\$	\$ 1,142.37	\$ 11,616.92
70032301	2/1/2018	\$ 3,900.00	Feb	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70032893	2/12/2018	\$	No Bill Rec'd	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
70032511	2/6/2018	\$ 1,164.28	Mar	\$ 3,900.00	\$	\$ 890.00	\$ 238.50	\$	\$	\$	\$	\$ 35.78	\$ 1,164.28
70032512	2/6/2018	\$ 1,164.28	Mar	\$	\$	\$ 890.00	\$ 238.50	\$	\$	\$	\$	\$ 35.78	\$ 1,164.28
70033447	4/2/2018	\$ 3,900.00	Apr	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70032784	2/22/2018	\$ 4,379.69	Apr (9)	\$	\$ 2,547.65	\$	\$ 271.89	\$	\$ 1,299.48	\$	\$	\$ 260.67	\$ 4,379.69
70033332	3/20/2018	\$ (702.61)	Apr (9)	\$	\$ (677.65)	\$	\$	\$	\$	\$	\$	\$ (24.96)	\$ (702.61)
70033807	4/16/2018	\$ 3,871.18	Apr	\$	\$	\$	\$	\$ 2,125.00	\$ 1,241.24	\$	\$	\$ 504.94	\$ 3,871.18
70029726	9/22/2017	\$ 6,988.00	Apr (7)	\$	\$ 496.25	\$	\$ 5,645.00	\$	\$	\$	\$	\$	\$ 6,988.00
70034075	5/1/2018	\$ 3,900.00	May	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70034364	5/18/2018	\$ 20,607.10	May (8)	\$	\$ 11,945.00	\$	\$ 139.78	\$ 7,107.50	\$ 284.98	\$	\$	\$ 1,129.84	\$ 20,607.10
70034776	6/1/2018	\$ 3,900.00	Jun	\$ 3,900.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,900.00
70033206	3/14/2018	\$ 12,232.59	Jun (10)	\$	\$ 3,702.50	\$	\$ 204.83	\$ 5,575.00	\$ 1,637.64	\$	\$	\$ 1,112.62	\$ 12,232.59
70033206A	3/14/2018	\$ (6,931.25)	Jun (10)	\$	\$ (1,238.75)	\$	\$	\$ (4,950.00)	\$	\$	\$	\$ (742.50)	\$ (6,931.25)
70032755	2/13/2018	\$ 9,454.62	Jun (11)	\$	\$ 3,738.75	\$	\$ 39.82	\$ 4,082.50	\$ 848.00	\$	\$	\$ 745.55	\$ 9,454.62
70033355	3/21/2018	\$ (45.79)	Jun (11)	\$	\$ (1,023.75)	\$	\$ (39.82)	\$	\$	\$	\$	\$ (15.97)	\$ (45.79)
70032755A	2/13/2018	\$ (1,023.75)	Jun (11)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ (1,023.75)
70035034	6/6/2018	\$ 2,183.75	Jun (12)	\$	\$ 890.00	\$	\$ 1,125.00	\$	\$	\$	\$	\$	\$ 2,183.75
70035035	6/6/2018	\$ 5,553.88	Jun (13)	\$	\$ 985.00	\$	\$ 3,972.94	\$	\$	\$	\$	\$	\$ 5,553.88
70035264	6/18/2018	\$ 984.21	Jun Final	\$	\$ 620.00	\$	\$	\$	\$	\$	\$	\$	\$ 984.21
70035351	6/27/2018	\$ 2,186.09	Jun Final	\$	\$ 1,080.00	\$	\$	\$	\$	\$	\$	\$	\$ 2,186.09
Totals		\$ 133,324.47		\$ 46,800.00	\$ 32,643.75	\$ 12,158.26	\$ 23,635.00	\$ 11,059.52	\$ 7,027.94	\$ 133,324.47			

Purchase Order created for \$5,700 to encumber funds for June bills not received by the FY18 close.

Current month total without Contract Fee \$ 3,170.30

Notes:

- 1) Invoice #70028766 received with June and July expenses. June was reported on a purchase order for FY17 carryover, booked by Finance in FY18.
- 2) Invoice #70028264 purchase order for FY17 carryover was booked by Finance in FY18.
- 3) Invoice #70027882 for July Contract Fee. Monthly Operating Reports not done for July.
- 3) Markup not recorded at year-end.
- 4) New Invoice #70031625 correcting Invoice #70031058 which included an invoice for Raco Alarm Co. Per Joe Malloy, this is no longer functional - deduct \$600 and \$90 for Markup.
- 5) Invoice #70031491 corrected. Overcharged for sludge.
- 6) WWMDC to decide on 3/14/18 who is responsible for the spill that occurred on 1/27 & 1/28, 2018. Estimated cost for the spill as of 3/13/18.
- 7) Invoice #70029726 - WILCO Eq Mixer was installed July, 2017. Invoice received 3/22/18.
- 8) Membrane #1 Cleaning April, 2018.
- 9) Invoice #70032784 received a credit on Invoice #70033352.
- 10) Invoice #70033206 received a credit on Invoice #70033206A. WhiteWater credited sludge from 1/27/18 and all costs related to 1/28/18 SSO of labor related to 1/27/18 SSO.
- 11) Invoice #70032755 received a credit on Invoice #70033355. Removed charge for space heater and Invoice 70032755A \$1,023.75 for 9 hours of labor related to 1/27/18 SSO.
- 12) Repair & Installation of EQ Pump #1
- 13) Replace compressor on Pre-Aeration Blower #1

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: Wednesday, 11 July 2018

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Town Building

**PROPOSED AGENDA**

*Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.*

7:30      1. Call to order

7:31      2. Public comment

7:31      3. National Development Update – Email from Dave Costello on July 6, 2018:  
Received pricing on the leaching field option and ownership is reviewing.

7:35      4. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position – Email update from Tom Holder, DPW Director: Advertisements closed on June 22, 2018, candidates were reviewed with four worthy of interviews. One interview was held this week and the remaining three are scheduled for next week. We will likely make a selection and have that candidate return for a second interview with Uday. We will then make an offer and move forward with hiring. That would have the position filled by end of month.

7:40      5. FY2018 Annual Report – Draft for review

7:50      6. Update on Combined Water-Wastewater Department.

8:00      7. Paul Brinkman, Town Engineer – Update below:

A. River Rock Pump Station - WhiteWater notified us that there are accumulations of debris in the wet well. They recommended wet well to be cleaned and skimmed to remove heavy mat. Paul spoke with the Condo Association. They are reviewing their documents. No response to voice mails.

B. Other Treatment Plant Repairs & Maintenance:

1. Keyes North Atlantic – July 9, 2018 key pad is obsolete. Keyes and Paul will meet to discuss ordering a new panel. June 13, 2018 Alarm for lab smoke detector which was replaced on June 18, 2018. Annual Dry Drip Test was not done on 6/8/18 due to the key pad on the panel needing repair.
2. Plumbing Issues – DPW acquiring camera that can be used in manholes/tanks. Will inspect when available.
3. HVAC
4. Ejector Pump

C. Phone Line Upgrade and Alarm System – Verizon has completed the change out. SCADA improvements can take place now using Water Department SCADA contractor. Waiting for a coordinated visit. Alarm System will be

discussed with WhiteWater and SCADA Contractor. No Change.

- D. RFP for Contracting a Treatment Plant Operator – Paul and the new WOM will be working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMD and Facilities (Wayland High School) when complete.
- E. Eversource Priority List. No action taken as of yet.
- F. Tata & Howard – Water Main Project is bidding is under review.
- G. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests. This will be included in the RFP for O&M services. The new WOM would be responsible for this in most cases.
- H. Treatment Plant Capital Items:
  - 1. SCADA System, Security Cameras and Alarm System – See note above.
  - 2. HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.

- 8:15 8. Administrative items:
  - A. Wayland Meadows Status of Land and Design Flow – Betterment transfer from WWMD's books to the Town.
  - B. Account 2701100, Brendon Homes – Account deemed uncollectable at the June 13, 2018 board meeting. Abatement for \$1,605.80 in billing charges. Interest was removed by Treasury. Account is closed.
  - C. Monthly Operating Report – New design.
  - D. Signature on Wastewater Rate Schedule
  - E. Signing FY19 bills, abatements and commitments
- 8:30 9. Wastewater Rules and Regulations
- 8:31 10. Approve minutes from previous meetings – June 13, 2018.
- 8:35 11. Review bills, unbudgeted expenses, monthly operating budget, abatements, and commitments.
- 8:50 12. Website status: Recent postings and organization.
- 8:51 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:55 14. Calendar: Upcoming meetings, events and hearings. Planned August 8, 2018.
- 9:00 15. Public Comment
- 9:05 16. Adjourn